



**Intellectual Property Office of Singapore (IPOS)**  
**Intellectual Property to Singapore**  
**(IP<sup>2</sup>SG)**

**User Manual –  
e-Filing for Patents Form 10**

The NEC logo consists of the letters "NEC" in a large, bold, blue sans-serif font.

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**IPOS : User manual for Customer Portal (Public) – SIGN-OFF**

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## REVISION HISTORY

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## 1 INTRODUCTION

### 1.1 Overview

Where the application has complied with all the formal requirements, the applicant may proceed to the search and examination process.

### 1.2 About this Manual

This document is intended for users who wish to file Patents Form 10 (Request for Search Report or Supplementary Search Report) online via IP<sup>2</sup>SG. It provides a step by step guide on how to complete and submit the form.

Services on IP<sup>2</sup>SG can be accessed and used by both account and non-account holders. However, account users are requested to login into IP<sup>2</sup>SG with their SingPass.

## 2 COMMON SECTION FOR (NON-ACCOUNT HOLDERS)

For users who do not have an IP<sup>2</sup>SG account, this section describes the features that are common to forms available on IP<sup>2</sup>SG. Mandatory fields are denoted by red text with asterisk.

### 2.1 Form Available on IP<sup>2</sup>SG

#### 2.1.1 Form Listing

Click on “Forms” on the left menu to view the list of forms available for filings on IP<sup>2</sup>SG.

Form No.	Description	Fee (\$\$)	Download Forms
PF1	<a href="#">Request for Grant of Patent</a>	160.00	<a href="#"> PF1 (36KB)</a> <a href="#"> User Guide (42KB)</a>
PF8	<a href="#">Statement of Inventorship and of Right to Grant of Patent</a>	No Fee	<a href="#"> PF8 (41KB)</a> <a href="#"> User Guide (42KB)</a>
PF10	<a href="#">Request for Search Report or Supplementary Search Report</a>	1,925.00	<a href="#"> PF10 (36KB)</a> <a href="#"> User Guide (42KB)</a>
PF11	<a href="#">Request for Search and Examination Report</a>	2,600.00	<a href="#"> PF11 (33KB)</a> <a href="#"> User Guide (42KB)</a>
PF11A	<a href="#">Furnishing of Prescribed Details</a>	No Fee	<a href="#"> PF11A (37KB)</a> <a href="#"> User Guide (42KB)</a>
PF11B	<a href="#">Furnishing of Prescribed Information</a>	No Fee	<a href="#"> PF11B (38KB)</a> <a href="#"> User Guide (42KB)</a>

Figure 1 – Form Listing

#### 2.1.2 Form Search

The following function allows the user to search for a particular form.

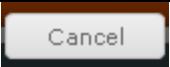
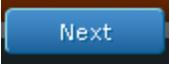
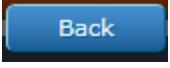
Figure 2 – Form Search

- Under '**Group**', the user can search for form(s) based on the nature of the transaction, e.g. Correction of errors.
- Under '**Registry**', the user can search for form(s) based on the type of IP, e.g. Patents.
- Under '**Form (Search by keyword)**', the user can search for form(s) based on keyword(s), e.g. Examination.

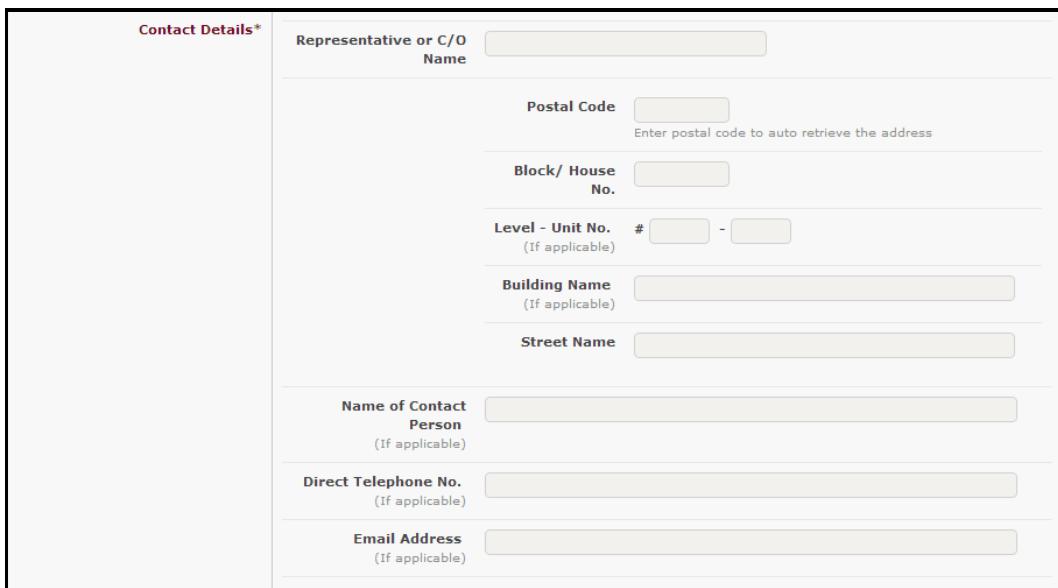
## 2.2 Features Common to Forms on IP<sup>2</sup>SG

### 2.2.1 Common Buttons

The following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description
	Allows the user to cancel the current operation.
	Allows the user to save the content and continue at a later time.
	Allows the user to navigate to the next page.
	Allows the user to navigate to the previous page.
	Allows the user to submit the form.

### 2.2.2 Contact Details



The screenshot shows a form titled 'Contact Details\*' on the left. The right side contains several input fields:

- Representative or C/O Name: A text input field.
- Postal Code: A text input field with a note below it: "Enter postal code to auto retrieve the address".
- Block/ House No.: A text input field.
- Level - Unit No.: A text input field with "(If applicable)" notes.
- Building Name: A text input field with "(If applicable)" notes.
- Street Name: A text input field.
- Name of Contact Person: A text input field with "(If applicable)" notes.
- Direct Telephone No.: A text input field with "(If applicable)" notes.
- Email Address: A text input field with "(If applicable)" notes.

Figure 3 – Contact Details

1. **Representative or C/O Name:** Enter the required data in the field provided.

**Note:**

- Representative or C/O Name is not a mandatory field and should be entered only if the user is filing the form on behalf of the person filing the form.

2. **Address for Service in Singapore:**

i. **Postal Code:** Enter a valid 6-digit postal code in the field provided.

**Note:**

- Block / House No., Building Name (if applicable) & Street Name will

- be auto-populated if a valid postal code is entered.
- An error message will be displayed if an invalid postal code is entered.

ii. **Level - Unit No.:** Enter the data in the field provided if applicable.

3. **Name of Contact Person:** Enter the data in the field provided if applicable.

4. **Direct Telephone No.:** Enter the data in the field provided if applicable.

**Note:**

- Minimum of 8-digits.
- Alphabets, special characters and spacing are not allowed.

5. **Email Address:** Enter a valid email address in the field provided if applicable.

**Note:**

- An error message will be displayed if an invalid Email Address is entered.

### 2.2.3 Declaration

<b>Declaration *</b>	<p><b>By Person Filing the Form</b></p> <p>I, the undersigned, do hereby declare that the information furnished above on behalf of the person(s) filing this request is true to the best of my knowledge.</p> <p><b>By Agent</b></p> <p>I, the undersigned, do hereby declare that :</p> <ul style="list-style-type: none"> <li>I have been duly authorized to act as an agent, for the purposes of this application, on behalf of the person(s) filing this request.</li> <li>The information furnished above on behalf of the person(s) filing this request is true to the best of the person(s)' knowledge.</li> </ul> <p><b>Name of Declarant</b></p> <p><b>Name *</b> <input type="text"/></p>
----------------------	---

**Figure 4 – Declaration**

1. **Name of Declarant:** Enter the required data in the field provided.

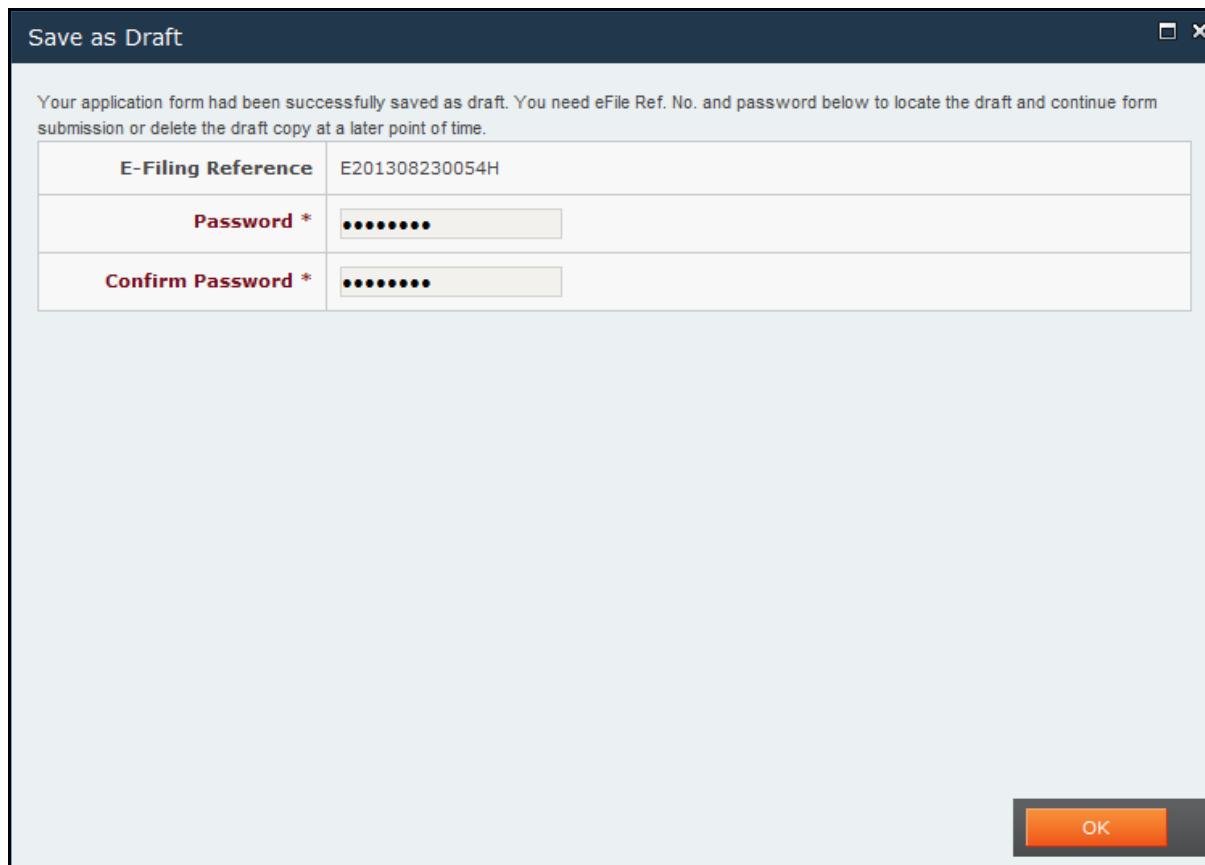
### 2.3 Saving, Retrieving & Deleting a Form

#### 2.3.1 Saving a Form

1. Click on **Save** located at the top of the page.

**Note:**

- All mandatory fields should be provided before saving the draft. Otherwise, the user will be prompted to enter the mandatory fields.



**Figure 5 – Prompt for password when saving drafts**

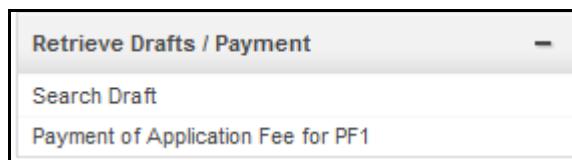
2. The user will be prompted to key in his or her preferred password:
  - i. **Password:** Enter the user's preferred password in the field provided.
  - ii. **Confirm Password:** Enter the same password for confirmation.

**Note:**

- Both passwords must be identical.
- Password can consist of alpha-numeric characters.
- The user is advised to note down the e-filing reference number and the password before clicking on **OK**, as both are required to retrieve the draft.

3. Click on **OK** to save the draft and return to the respective forms. .

### 2.3.2 Retrieve Drafts



**Figure 6 – Search Draft option**

1. Click on "Search Draft" under "Retrieve Drafts / Payment" on the left panel menu.

The screenshot shows a 'Retrieve Draft' interface. It has two input fields: 'e-Filing Ref. Number\*' containing 'E201308230054H' and 'Password\*' containing '\*\*\*\*\*'. Below the fields are two buttons: 'Open Draft' (highlighted with a red border) and 'Delete Draft'.

**Figure 7 – Retrieval of Drafts**

2. The user will be prompted to enter the e-filing reference number and password to retrieve the draft that the user has saved.
  - i. **E-Filing Ref. Number:** This field is for the user to enter the e-filing reference number of the previously saved form. Enter the e-filing reference number in the field provided.
  - ii. **Password:** This field is for the user to enter the password provided earlier when saving the form. Enter the password in the field provided.

**Note:**

- Draft for forms that have been submitted cannot be retrieved.

3. Click on **Open Draft** to retrieve the draft.

The screenshot shows the 'Form Filling' section of the retrieved draft. It includes a header with 'Pre-requisites' and 'E-File Reference No.: E201308230054H'. The main area contains sections for 'General', 'Estimated Time', and 'Form Selection' (with steps: Form Selection > Form Filling > Acknowledgement). The 'Form Filling' section is divided into three parts:

- PART 1:** Contains an 'Applicant/ Agent Reference' field.
- PART 2:** Contains 'Application No.\*' (2004047502), 'Title of Invention' (METHOD FOR PRODUCING A MATERIAL CONTAINING MODIFIED SULFUR), and a scrollable text area.
- PART 3:** Contains a table for 'Name of Applicant\*' with one row: S/No. 1, Name NIPPON OIL CORPORATION, and UEN/ Company Code 341430.

**Figure 8 – Draft retrieved**

4. The respective form with the details entered earlier on will be displayed.

**2.3.3 Delete Draft**

The screenshot shows the 'Retrieve Drafts / Payment' menu with a dropdown arrow. Underneath, the 'Search Draft' option is highlighted.

**Figure 9 – Search Draft option**

1. Click on "Search Draft" under "Retrieve Drafts / Payment" on the left panel menu.

The screenshot shows a form titled 'Retrieve Draft'. It has two input fields: 'E-Filing Ref. Number\*' containing 'E201308230054H' and 'Password\*' containing '\*\*\*\*\*'. Below the fields are two buttons: 'Open Draft' and 'Delete Draft'.

**Figure 10 – Retrieval of Drafts**

2. The user will be prompted to enter the e-filing reference number and password to retrieve the draft that they have saved.
  - i. **E-Filing Ref. Number:** This field is for the user to enter the e-filing reference number of the previously saved form. Enter the e-filing reference number in the field provided.
  - ii. **Password:** This field is for the user to enter the password provided earlier when saving the form. Enter the password in the field provided.

**Note:**

- Deleted drafts that have been submitted cannot be retrieved.

3. Click on **Delete Draft** to delete the draft.

The screenshot shows a confirmation message: 'Action has been performed successfully.' Below it is the same 'Retrieve Draft' form as in Figure 10, with fields for 'E-Filing Ref. Number\*' (E201308230054H) and 'Password\*', and buttons for 'Open Draft' and 'Delete Draft'.

**Figure 11 – Deletion of draft**

4. A message will be displayed when the draft is deleted successfully.

## 2.4 Payment (for Forms with Fee)

When the user is ready to submit a form, he or she will be brought to the Checkout Confirmation page to select a mode of payment.

The screenshot shows a 'Checkout Confirmation' page. At the top is a table with columns: S/No., Item Description, eFile Ref. No., Applicant Name, Application No., Applicant/ Agent Reference No., Amount (\$), and Payment Details. One row is shown for a patent grant request. Below the table is a 'Total Amount' of '\$160.00'. Under 'Payment Method', there are two radio buttons: 'eNETS Direct Debit' and 'eNETS Credit Card'. At the bottom left is a reminder: 'Reminder: Please make sure the web browser pop-up blocker is off so that eNETS transaction can go through.' On the right are 'Save' and 'Checkout' buttons.

**Figure 12 – Checkout Confirmation**

1. Select a mode of payment.
2. If the user wishes to proceed with payment at another time, click on **Save** to save the draft.
3. Click on **Checkout** to proceed with the payment process.

**Note:**

- It is mandatory to select a mode of payment.

**eNETS**

Monday, 26 August 2013

## credit/debit card payment

If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.

1. [www.enets.sg](http://www.enets.sg)

**TRANSACTION INFORMATION**

Merchant Name	TEST: Intel Prop Office of SG
Merchant Reference Code	201308261514016561P
NETS Reference Code	20130826152357786
Amount	SGD 200.00

**Important Notice:** Please note down the transaction information in this section just in case you need to raise any query on this transaction.

**CREDIT/DEBIT CARD INFORMATION**

Name on Card:

Card Number:

Please note that the Credit Card Number should be 13 or 16 digits.  
Please input your card number without space or dash.

CVV / CVC2:  [What is CVV/CVV2/CID]

Expiry Date: Month   (eg: 2013)

I have read, understood and accepted the return and refund policy for the purchase of relevant products / services.

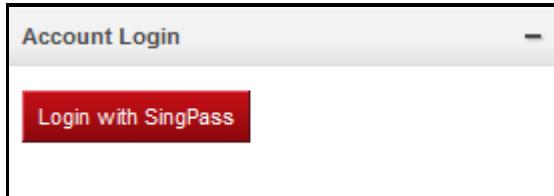

**Figure 13 – eNETS Card Payment**

4. The user will be required to enter his or her credit or debit card details.
5. Check on  to agree with the terms.
6. Click on  to carry on with the payment process.

### 3 COMMON SECTION (ACCOUNT HOLDERS)

For users who are account holders on IP<sup>2</sup>SG, this section describes the features that are common to forms available on IP<sup>2</sup>SG. Mandatory fields are denoted by red text with asterisk.

#### 3.1 Login



**Figure 14 – Login**

1. The login screen is located at the upper left hand side of the web page.
2. Click on **Login with SingPass** to login with SingPass account. The user will be directed to SingPass login page as illustrated below:

The screenshot shows the SingPass Authentication Service login page. At the top, there's a banner with the SingPass logo and the text "Singapore Personal Access". Below the banner, on the left, is a "Secure" lock icon. On the right, there are links for "Terms of Use", "FAQs", "Help", and "About Us", along with three font size adjustment icons. The main area has a "Welcome" heading and subtext "to SingPass Authentication Service". A red-bordered box contains a "Security Advisory" message: "SingPass is a common password that allows you to access Government e-services. It is important for you to be vigilant in protecting the confidentiality of your SingPass." It also includes a link to "here" for tips on online security and a link to "www.gosafeonline.sg" for more information. Below this box, there are two input fields: "SingPass ID" with placeholder text "e.g. S1234567G, G1234567G" and "SingPass" with placeholder text "(8-24 characters, CASE-SENSITIVE)". At the bottom of the form is a red footer bar containing the "Submit" button, a "Cancel" button, and a "Change SingPass" link. A note at the bottom states: "By clicking on the Submit button, you agree to be bound by the terms specified in the Terms of Use and Important Notes below."

**Figure 15 – SingPass Login Page**

3. SingPass ID: Enter the user's SingPass ID in the field provided.
4. SingPass: Enter the user's SingPass password in the field provided.
5. Click on **Submit** to complete the login process. Upon successful login, the user will be directed back to IP<sup>2</sup>SG.

## 3.2 Forms Available on IP<sup>2</sup>SG

### 3.2.1 Form Listing

Click on “Forms” on the left hand menu to view the list of forms available for filing on IP<sup>2</sup>SG.

Form No.	Description	Fee (\$\$)	Download Forms
PF1	<a href="#">Request for Grant of Patent</a>	160.00	<a href="#"> PF1 (36KB)</a> <a href="#"> User Guide (42KB)</a>
PF8	<a href="#">Statement of Inventorship and of Right to Grant of Patent</a>	No Fee	<a href="#"> PF8 (41KB)</a> <a href="#"> User Guide (42KB)</a>
PF10	<a href="#">Request for Search Report or Supplementary Search Report</a>	1,925.00	<a href="#"> PF10 (36KB)</a> <a href="#"> User Guide (42KB)</a>
PF11	<a href="#">Request for Search and Examination Report</a>	2,600.00	<a href="#"> PF11 (33KB)</a> <a href="#"> User Guide (42KB)</a>
PF11A	<a href="#">Furnishing of Prescribed Details</a>	No Fee	<a href="#"> PF11A (37KB)</a> <a href="#"> User Guide (42KB)</a>
PF11B	<a href="#">Furnishing of Prescribed Information</a>	No Fee	<a href="#"> PF11B (38KB)</a> <a href="#"> User Guide (42KB)</a>

Figure 16 – Form Listing

### 3.2.2 Form Search

The following function allows the user to search for a particular form.

The screenshot shows a search interface titled "Forms". It has three main search fields: "Group" (dropdown menu), "Registry" (dropdown menu), and "Form (Search by keyword)" (text input field). A "Search" button is located at the bottom right of the search area.

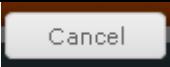
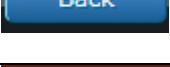
Figure 17 – Form Search

- Under '**Group**', the user can search for form(s) based on the nature of the transaction, e.g. Correction of errors.
- Under '**Registry**', the user can search for form(s) based on the type of IP, e.g. Patents.
- Under '**Form (Search by keyword)**', the user can search for form(s) based on keyword(s), e.g. Examination.

### 3.3 Features Common to Forms on IP<sup>2</sup>SG

#### 3.3.1 Common Buttons

Following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description
	Allows the user to cancel the current operation.
	Allows the user to save the content and continue at a later time.
	Allows the user to navigate to the next page.
	Allows the user to navigate to the previous page.
	Allows the user to submit the application into the system.

#### 3.3.2 Contact Details

For account holders, the contact details associated with the user login will be auto-populated.

**Note:**

- The details that are retrieved cannot be amended.

<b>Contact Details*</b>	
<p><b>Representation Type</b> <input checked="" type="checkbox"/> Agent</p> <p><b>Agent UEN/ Company Code</b> 201107631H</p> <p><b>Agent Name</b> Johnson LLP</p> <p><b>Representative or C/O Name</b> _____ (If applicable)</p>	
<b>Address For Service in Singapore</b>	
<p><b>Postal Code</b> 068893 Enter postal code to auto retrieve the address</p> <p><b>Block/ House No.</b> 61</p> <p><b>Level - Unit No.</b> # _____ - _____ (If applicable)</p> <p><b>Building Name</b> ROBINSON CENTRE (If applicable)</p> <p><b>Street Name</b> ROBINSON ROAD</p>	
<p><b>Name of Contact Person</b> _____ (If applicable)</p> <p><b>Direct Telephone No.</b> _____ (If applicable)</p> <p><b>Email Address</b> _____ (If applicable)</p>	

**Figure 18 – Contact Details**

- Representation Type:** Select by clicking the checkbox.
- Representative or C/O Name:** Enter the required data in the field provided if applicable.

**Note:**

- UEN & Agent Name will be populated when Agent checkbox is selected.
- Representative or C/O Name is not a mandatory field and should be entered only if the user is not the Applicant or an Agent acting on behalf of the Applicant.

- Address for Service in Singapore:**

- Upon login to the system, the address for service will be populated.

- Name of Contact Person:** Enter the data in the field provided if applicable.
- Direct Telephone No.:** Enter the data in the field provided if applicable.

**Note:**

- Minimum of 8 digits.
- Alphabets and special characters are not allowed.

- Email Address:** Enter a valid email address in the field provided if applicable.

**Note:**

- An error message will be displayed if an invalid Email Address is entered.

### 3.3.3 Declaration

**Declaration \***

**By Person Filing the Form**

I, the undersigned, do hereby declare that the information furnished above on behalf of the person(s) filing this request is true to the best of my knowledge.

**By Agent**

I, the undersigned, do hereby declare that :

- I have been duly authorized to act as an agent, for the purposes of this application, on behalf of the person(s) filing this request.
- The information furnished above on behalf of the person(s) filing this request is true to the best of the person(s)' knowledge.

**Name of Declarant**

**Name \***

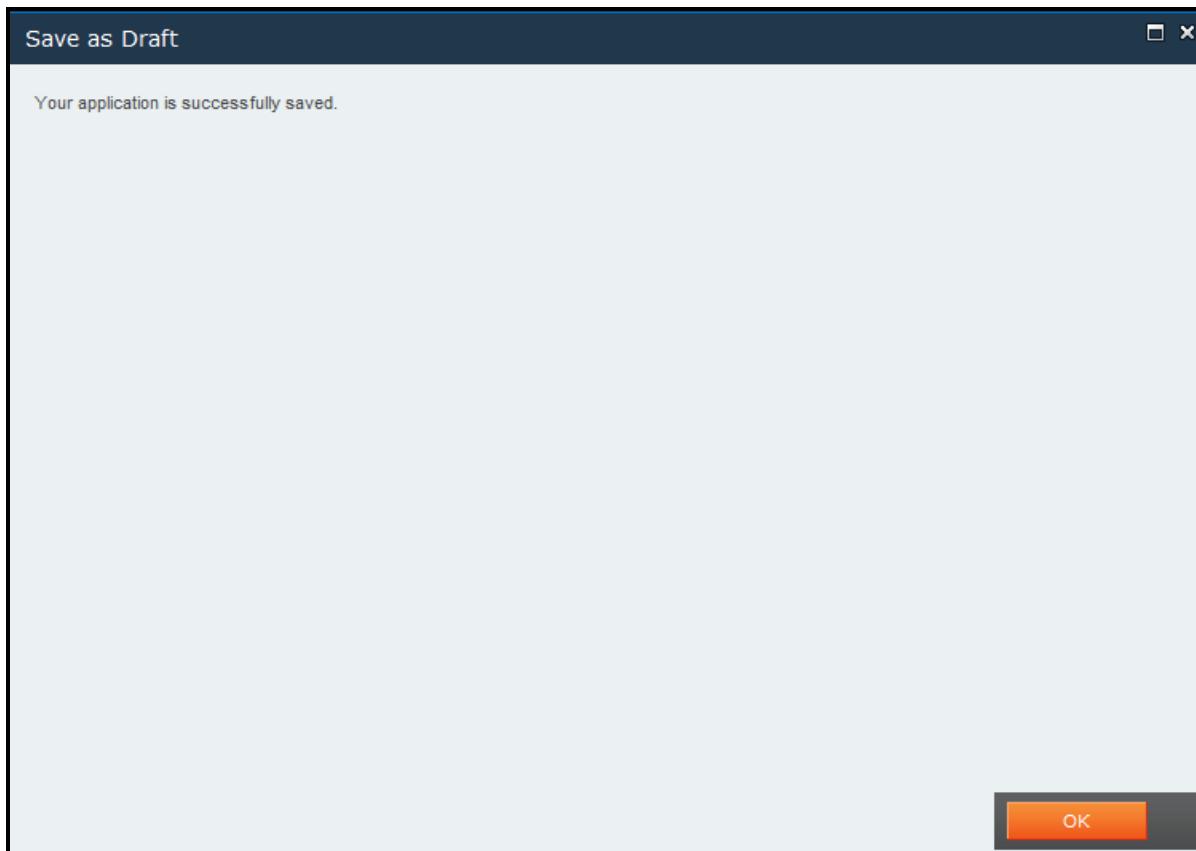
**Figure 19 – Declaration**

1. **Name of Declarant:** Enter the required data in the field provided.

### 3.4 Saving, Retrieving & Deleting a Form

#### 3.4.1 Saving a Form

1. To save any submission, click on **Save** located at the top of the page.



**Figure 20 – Draft has been saved**

2. Upon successful saving of the draft, the user will be prompted that the draft has been saved.
3. Click on **OK** to close the prompt and return to the form.

### 3.4.2 Retrieve Draft

1. The user will be required to log into the system.



**Figure 21 – Search Draft option**

2. Click on “Retrieve Drafts” under “Online Filing” on the left panel menu.

Select	S/N.	eFile Ref. No.	Item Description	Application No.	Applicant Name
<input type="checkbox"/>	1	<a href="#">E201308240010H</a>	Request to Appoint, Change or Remove an Agent	2011029758	EASTMAN CHEMICAL COMPANY
<input type="checkbox"/>	2	<a href="#">E201308130048A</a>	Application to Register, Amend or Terminate a Security Interest	2012024253	PHENOMENOME DISCOVERIES INC.
<input type="checkbox"/>	3	<a href="#">E201307160101C</a>	Application to Register, Amend or Terminate a Licence	2009027269	SASOL TECHNOLOGY (PTY) LTD
<input type="checkbox"/>	4	<a href="#">E201307160045B</a>	Application to Register, Amend or Terminate a Licence	2010091056	HOYA CORPORATION
<input type="checkbox"/>	5	<a href="#">E201307150030F</a>	Application to amend specification after grant	2011048659	INTEL CORPORATION
<input type="checkbox"/>	6	<a href="#">E201307120073C</a>	Request for a search and examination report	2005017454	SONOPTIX (UK) LIMITED
<input type="checkbox"/>	7	<a href="#">E201307110069C</a>	Application to Register a Trade Mark, Collective Mark or Certification Mark		ZHEJIANG MEDICINE CO., LTD. XINCHANG PHARMACEUTICAL FACTORY

Page 1 / 1 of 7 record(s)      [≤≤](#) [≤](#) [≥](#) [≥≥](#)      10 [▼](#)

[Remove from Draft](#)

**Figure 22 – List of Drafts**

3. A list of draft forms that has been saved under this account will be displayed.
4. Click on the hyperlink under the “eFile Ref. No” to retrieve the draft(s).

**Note:**

- Drafts for forms that have been submitted will not be retrieved.

### 3.4.3 Delete Draft

1. The user will be required to log into the system.



**Figure 23 – Search Draft option**

2. Click on “Retrieve Drafts” under “Online Filing” on the left panel menu.

Retrieve Draft						
Select	S/N.	eFile Ref. No.	Item Description	Application No.	Applicant Name	
<input type="checkbox"/>	1	<a href="#">E201308240010H</a>	Request to Appoint, Change or Remove an Agent	2011029758	EASTMAN CHEMICAL COMPANY	
<input type="checkbox"/>	2	<a href="#">E201308130048A</a>	Application to Register, Amend or Terminate a Security Interest	2012024253	PHENOMENOME DISCOVERIES INC.	
<input type="checkbox"/>	3	<a href="#">E201307160101C</a>	Application to Register, Amend or Terminate a Licence	2009027269	SASOL TECHNOLOGY (PTY) LTD	
<input type="checkbox"/>	4	<a href="#">E201307160045B</a>	Application to Register, Amend or Terminate a Licence	2010091056	HOYA CORPORATION	
<input type="checkbox"/>	5	<a href="#">E201307150030F</a>	Application to amend specification after grant	2011048659	INTEL CORPORATION	
<input type="checkbox"/>	6	<a href="#">E201307120073C</a>	Request for a search and examination report	2005017454	SONOPTIX (UK) LIMITED	
<input type="checkbox"/>	7	<a href="#">E201307110069C</a>	Application to Register a Trade Mark, Collective Mark or Certification Mark		ZHEJIANG MEDICINE CO., LTD. XINCHANG PHARMACEUTICAL FACTORY	

Page 1 / 1 of 7 record(s)      [<<](#) [<](#) [1](#) [>](#) [>>](#)      10 [▼](#)

[Remove from Draft](#)

**Figure 24 – List of Drafts**

3. A list of draft forms that have been saved under this account will be displayed.

Retrieve Draft						
Select	S/N.	eFile Ref. No.	Item Description	Application No.	Applicant Name	
<input checked="" type="checkbox"/>	1	<a href="#">E201308240010H</a>	Request to Appoint, Change or Remove an Agent	2011029758	EASTMAN CHEMICAL COMPANY	
<input checked="" type="checkbox"/>	2	<a href="#">E201308130048A</a>	Application to Register, Amend or Terminate a Security Interest	2012024253	PHENOMENOME DISCOVERIES INC.	
<input type="checkbox"/>	3	<a href="#">E201307160101C</a>	Application to Register, Amend or Terminate a Licence	2009027269	SASOL TECHNOLOGY (PTY) LTD	
<input type="checkbox"/>	4	<a href="#">E201307160045B</a>	Application to Register, Amend or Terminate a Licence	2010091056	HOYA CORPORATION	
<input type="checkbox"/>	5	<a href="#">E201307150030F</a>	Application to amend specification after grant	2011048659	INTEL CORPORATION	
<input type="checkbox"/>	6	<a href="#">E201307120073C</a>	Request for a search and examination report	2005017454	SONOPTIX (UK) LIMITED	
<input type="checkbox"/>	7	<a href="#">E201307110069C</a>	Application to Register a Trade Mark, Collective Mark or Certification Mark		ZHEJIANG MEDICINE CO., LTD. XINCHANG PHARMACEUTICAL FACTORY	

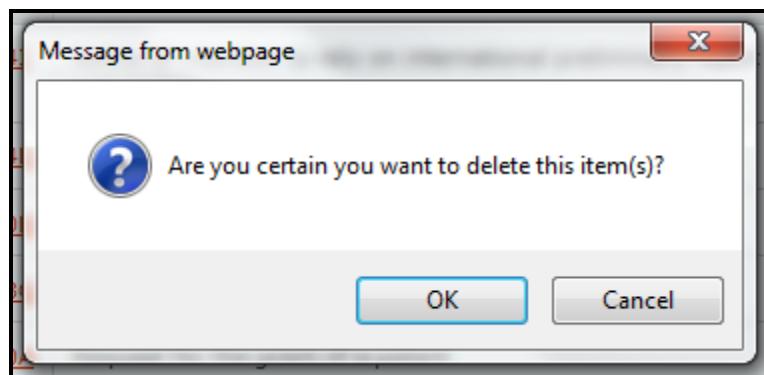
Page 1 / 1 of 7 record(s)      [<<](#) [<](#) [1](#) [>](#) [>>](#)      10 [▼](#)

[Remove from Draft](#)

**Figure 25 – Selection of drafts to be deleted**

4. Select the draft(s) to be removed.

5. Click on [Remove from Draft](#).

**Figure 26 – Confirmation on deletion of draft**

6. The user will be prompted for confirmation to remove the selected draft(s).

7. Click on [OK](#) to delete the draft(s).

**Retrieve Draft**

• Action has been performed successfully.

Select	S/No.	eFile Ref. No.	Item Description	Application No.	Applicant Name
<input type="checkbox"/>	1	E201307160101C	Application to Register, Amend or Terminate a Licence	2009027269	SASOL TECHNOLOGY (PTY) LTD
<input type="checkbox"/>	2	E201307160045B	Application to Register, Amend or Terminate a Licence	2010091056	HOYA CORPORATION
<input type="checkbox"/>	3	E201307150030F	Application to amend specification after grant	2011048659	INTEL CORPORATION
<input type="checkbox"/>	4	E201307120073C	Request for a search and examination report	2005017454	SONOPTIX (UK) LIMITED
<input type="checkbox"/>	5	E201307110069C	Application to Register a Trade Mark, Collective Mark or Certification Mark		ZHEJIANG MEDICINE CO., LTD. XINCHANG PHARMACEUTICAL FACTORY

Page 1 / 1 of 7 record(s)      [≤≤](#) [≤](#) [1](#) [≥](#) [≥≥](#)      [10](#) [▼](#)

[Remove from Draft](#)

**Figure 27 – Draft successfully deleted**

8. A message will be displayed when the draft(s) is/are deleted.

[Cancel](#)

9. Alternatively, click on [Cancel](#) to cancel the removal of the selected draft(s). The user will be directed back to the list of the retrieved drafts.

### 3.5 Payment (for Forms with Fee)

When the user is ready to submit a form, he or she will be brought to the Payment Cart to confirm which forms are to be paid.

**Payment Cart**

Select	S/No.	Item Description	eFile Ref. No.	Applicant Name	Application No.	Applicant/ Agent Reference No.	Amount (\$)	Payment Details
<input checked="" type="checkbox"/>	1	Payment of fee for publication of translation of international application and/or any amendment to the international application	E201308310005C	MEMTEC AMERICA CORPORATION	1995017109		70.00	<a href="#">Details</a>

Total Amount [\\$70.00](#)

[Remove from Cart](#) [Proceed to Checkout](#)

**Figure 28 – Payment Cart**

1. Select the relevant form by clicking on the checkbox.
2. Click on [Remove from Cart](#) to remove the form from the Payment Cart.
3. Click on [Proceed to Checkout](#) to proceed to the next step of choosing a mode of payment.

**Checkout Confirmation**

S/No.	Item Description	eFile Ref. No.	Applicant Name	Application No.	Applicant/ Agent Reference No.	Amount (\$)	Payment Details
1	Entry into National Phase	E201312170053D	SUN CHEMICAL CORPORATION			200.00	<a href="#">Details</a>

Total Amount [\\$200.00](#)

**Payment Method**

eNETS Direct Debit  
 eNETS Credit Card  
 GIRO

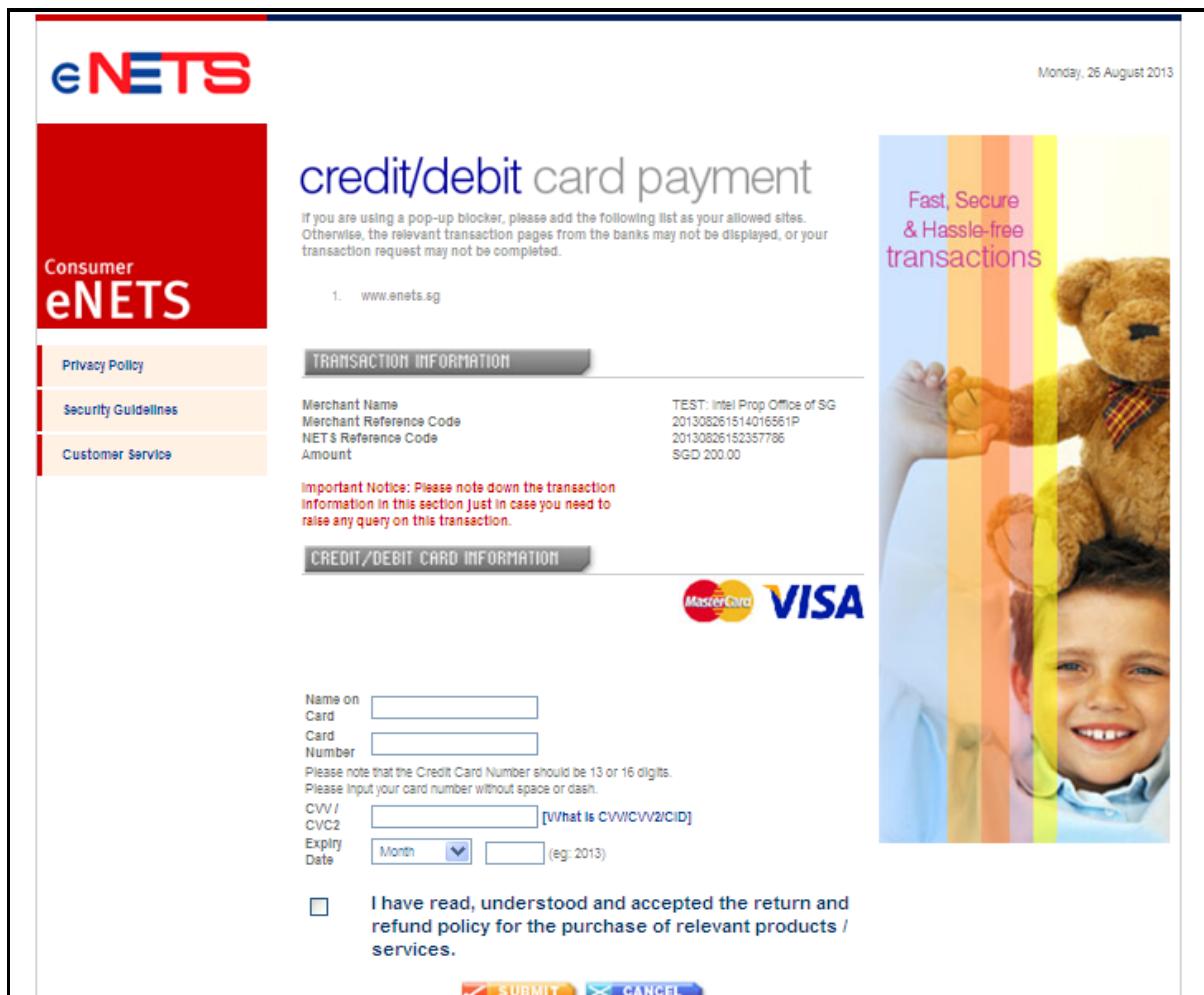
Reminder: Please make sure the web browser pop-up blocker is off so that eNETS transaction can go through.

[Checkout](#)

**Figure 29 – Checkout Confirmation**

4. Select a mode of payment.

5. Click on **Checkout** to proceed with the payment process.



The screenshot shows the eNETS card payment interface. At the top left is the eNETS logo. To the right, the date is displayed as Monday, 26 August 2013. On the left side, there's a sidebar with links for Consumer eNETS, Privacy Policy, Security Guidelines, and Customer Service. The main content area has a title 'credit/debit card payment'. It includes a note about pop-up blockers and a link to www.enets.sg. Below this is a 'TRANSACTION INFORMATION' section showing merchant details: Merchant Name (TEST: Intel Prop Office of SG), Merchant Reference Code (201308261514016561P), NETS Reference Code (20130826152357786), and Amount (SGD 200.00). An 'Important Notice' box advises users to note down transaction information. The 'CREDIT/DEBIT CARD INFORMATION' section contains fields for Name on Card, Card Number, CVV/CVC2, and Expiry Date. A checkbox is present for accepting terms and conditions. At the bottom are 'SUBMIT' and 'CANCEL' buttons. To the right of the form is a vertical graphic with the text 'Fast, Secure & Hassle-free transactions' and a photo of a smiling child holding a teddy bear.

**Figure 30 – eNETS Card Payment**

6. If eNets is selected, the user will be required to enter his or her credit or debit card details.
7. Check on  to agree with the terms.
8. Click on **SUBMIT** to carry on with the payment process.

**Note:**

- If payment has been made by GIRO, system will instead display an acknowledgement page.

## 4 COMPLETION AND SUBMISSION OF FORM

### 4.1 Patents Form 10 – Request for a Search Report or Supplementary Search Report

This section will describe the steps in the completion and submission of the form. Mandatory fields are denoted by red text with asterisk.

#### 4.1.1 Part 1: Applicant / Agent Reference

PART 1	
Applicant/ Agent Reference	<input type="text"/>

Figure 31 – Part 1: Applicant / Agent Reference

1. **Applicant / Agent Reference:** This Part is for the user to provide a reference no. to aid in tracking the submission of the form. Enter any value in the field provided if applicable.

**Note:**

- Applicant / Agent Reference is not a mandatory field.
- Alphabets, numbers and special characters are allowed.

#### 4.1.2 Part 2: Application Number

PART 2	
Application No.*	<input type="text"/>
Title of Invention	<input type="text"/>

Figure 32 – Part 2: Application No. / Title of Invention

1. **Application No.:** This Part is for the user to enter the application number to commence the e-filing of the Patents Form 10. Enter a valid application number in the field provided.

**Note:**

- The Application No. entered must be a valid Application No. that is due for renewal.
- Application No. format should be as follows:
  - <NN><YYYY>12345<C>-<00>
  - Where <NN> indicates type of registry, e.g '10' is for PT PF1
  - Where <YYYY> indicates year
  - Where <12345> indicates running number in each registry
  - Where <C> indicates a checksum for alphabet.

2. Click anywhere on the screen. The system will retrieve the related title of invention.

PART 2	
Application No.*	2011089893
Title of Invention	HORIZONTAL GROUNDING SYSTEM

Figure 33 – Part 2: Displaying the Title of Invention

3. **Title of Invention:** This Part will display the title of invention of the application.

**Note:**

- Title of Invention is a non-editable field.

#### 4.1.3 Part 3: Name of Applicant

PART 3		
Name of Applicant	S/No.	Name
	1	<a href="#">CHEVRON U.S.A. INC.</a>
		UEN/ Company Code

Figure 34 – Part 3: Name of Applicant

- Name of Applicant:** The applicant(s) associated with the application number will be displayed in this Part. It will be auto-populated together with the Title of Invention upon entering in a valid application number.

**Note:**

- Name of Applicant is a non-editable field.

#### 4.1.4 Part 4: Request Type

PART 4	
If the request is for a supplementary search report, please indicate the claim(s) to be searched.	
<b>Request Type*</b>	<input checked="" type="radio"/> Request for a search report <input type="radio"/> Request for a supplementary search report in respect of a second or subsequent invention identified in the claim No. (s)

Figure 35 – Part 4: Request Type (Search Report)

PART 4	
If the request is for a supplementary search report, please indicate the claim(s) to be searched.	
<b>Request Type*</b>	<input type="radio"/> Request for a search report <input checked="" type="radio"/> Request for a supplementary search report in respect of a second or subsequent invention identified in the claim No. (s)
<b>Claim No.(s)</b>	Use semicolon(;) as field delimiter. 1234/567890; 4444/658069

Figure 36 – Part 4: Request Type (Supplementary Search Report)

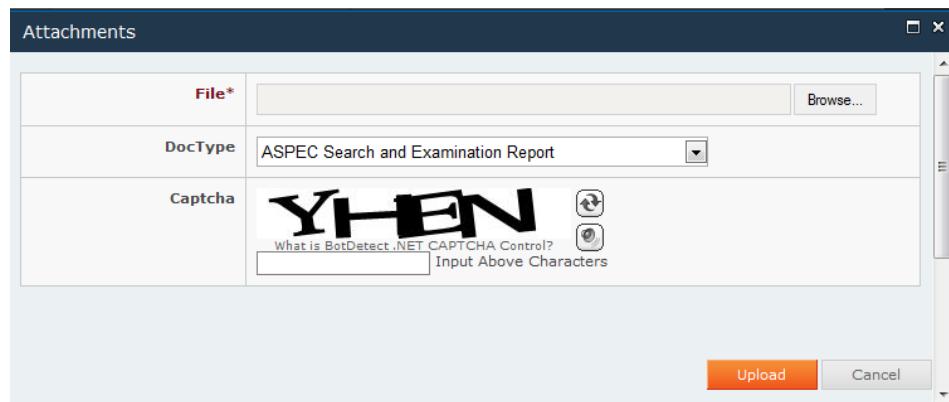
- There are 2 types of request in Patents Form 10.

- Request for a Search Report**
  - The user will be required to file a Request for a Search Report if the user has not made any request for a search report.
- Request for a Supplementary Search Report**
  - If it appears that the application for the invention relates to two or more inventions, the user may request to file a Request for a Supplementary Search Report in relation to a second or subsequent invention. The user will be required to specify the claim(s) in relation to that invention.

#### 4.1.5 Part 5: ASEAN Patent Examination Co-operation (ASPEC)

PART 5	
Please select if applicable.	
ASEAN Patent Examination Co-operation (ASPEC)	<input type="checkbox"/> ASPEC requested and required documents are attached

Figure 37 – Part 5: ASEAN Patent Examination Co-operation (ASPEC)



**Figure 38 – Part 8: Attachments (ASPEC Attachments)**

- ASEAN Patent Examination Co-operation (ASPEC):** The user may select this option to request for ASPEC in Singapore. ASPEC is a patent work sharing programme among the ASEAN IP Offices. By selecting this option, the user may be able to accelerate the prosecution of his corresponding patent application in Singapore on the basis of a search and examination report from another participating ASEAN IP Office.
- If the option is selected, the user will be required to attach the required documents based on current ASPEC Notice and Procedures under the corresponding ASPEC DocTypes in Part 8 to complete the ASPEC request.
- Captcha:** Input text that is given in captcha display.

**Note:**

- Select the ASPEC checkbox if applicable
- Captcha text is a system generated display.
- Attachment shall not be uploaded if input values do not match captcha text.

#### 4.1.6 Part 6: Contact Details

PART 6	
<b>Contact Details*</b>	<input style="width: 200px; height: 20px; margin-bottom: 5px;" type="text" value=""/> <b>Representative or C/O Name</b> <small>(If applicable)</small> <input style="width: 200px; height: 20px; margin-bottom: 5px;" type="text"/> <b>Address For Service in Singapore</b> <input style="width: 20px; height: 15px; margin-bottom: 5px;" type="text"/> <input style="width: 20px; height: 15px; margin-bottom: 5px;" type="text"/> <b>Postal Code</b> <input style="width: 20px; height: 15px; margin-bottom: 5px;" type="text"/> <small>Enter postal code to auto retrieve the address</small> <input style="width: 20px; height: 15px; margin-bottom: 5px;" type="text"/> <input style="width: 20px; height: 15px; margin-bottom: 5px;" type="text"/> <b>Block/ House No.</b> <input style="width: 20px; height: 15px; margin-bottom: 5px;" type="text"/> <b>Level - Unit No. #</b> <input style="width: 20px; height: 15px; margin-bottom: 5px;" type="text"/> <b>-</b> <input style="width: 20px; height: 15px; margin-bottom: 5px;" type="text"/> <small>(If applicable)</small> <input style="width: 200px; height: 20px; margin-bottom: 5px;" type="text"/> <b>Building Name</b> <small>(If applicable)</small> <input style="width: 200px; height: 20px; margin-bottom: 5px;" type="text"/> <b>Street Name</b> <input style="width: 200px; height: 20px; margin-bottom: 5px;" type="text"/> <b>Name of Contact Person</b> <small>(If applicable)</small> <input style="width: 200px; height: 20px; margin-bottom: 5px;" type="text"/> <b>Direct Telephone No.</b> <small>(If applicable)</small> <input style="width: 200px; height: 20px; margin-bottom: 5px;" type="text"/> <b>Email Address</b> <small>(If applicable)</small>

**Figure 39 – Part 6: Contact Details**

For non-account holders, please refer to the common section (**2.2.2 Contact Details**). For account holders, please refer to the common section (**3.3.2 Contact Details**).

#### 4.1.7 Part 7: Declaration

**Figure 40 – Part 7: Declaration**

For non-account holders, please refer to the common section (Error! Reference source not found. **Declaration**)The following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description
	Allows the user to cancel the current operation.
	Allows the user to save the content and continue at a later time.
	Allows the user to navigate to the next page.
	Allows the user to navigate to the previous page.
	Allows the user to submit the form.

- Contact Details). For account holders, please refer to the common section (Error! Reference source not found. **Declaration**) for details.

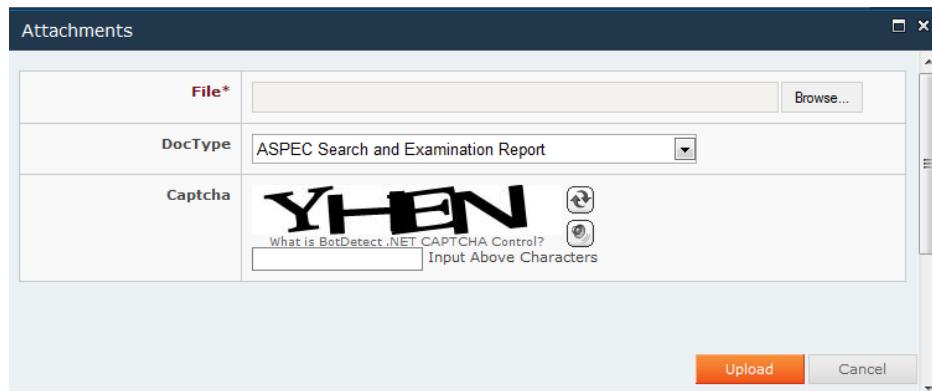
**Note:**

- Name of Declarant is a mandatory field.

#### 4.1.8 Part 7: Attachment

**Figure 41 – Part 7: Attachment**

1. **Attachment:** Click on **Add** button to attach the file.

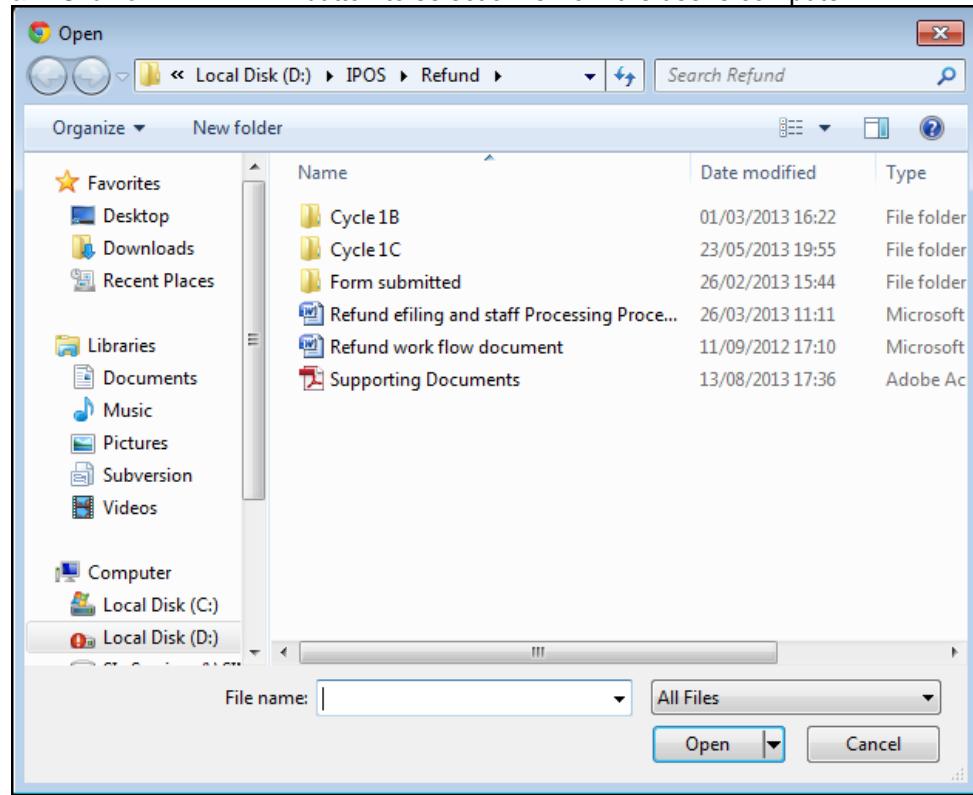


**Figure 42 – Part 7: Attachment (Part 2)**

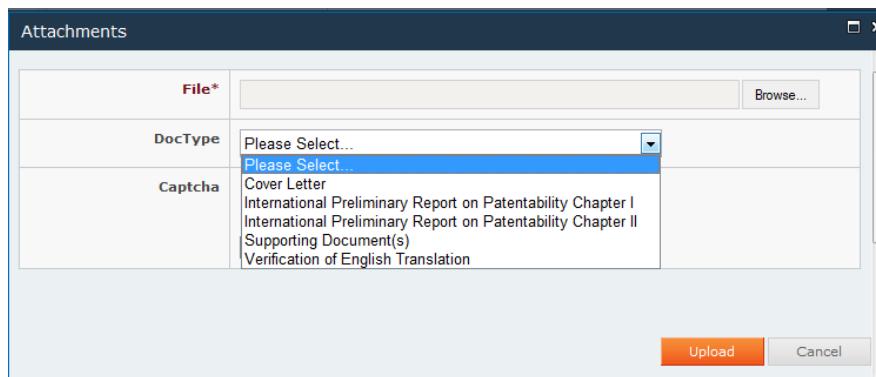
2. The pop-up window will be displayed:

- i. File :

- a. Click on **Browse...** button to select a file from the user's computer.



- b. Select the file that is to be attached, and click on **Open** button.
- c. System will return to the attachment pop-up window with the selected filename populated under "File" field:

**Figure 43 – Part 7: DocType**

ii. DocType: Select the required data.

3. Click on **Cancel** button if the user wishes to cancel the current action and return to the form.
4. Click on **Upload** button to attach the selected file.
5. **Captcha:** Input text that is given in captcha display.

**Note:**

- Captcha text is a system generated display.
- Attachment shall not be uploaded if input values do not match captcha text.

System will return to the main form and display the uploaded file:

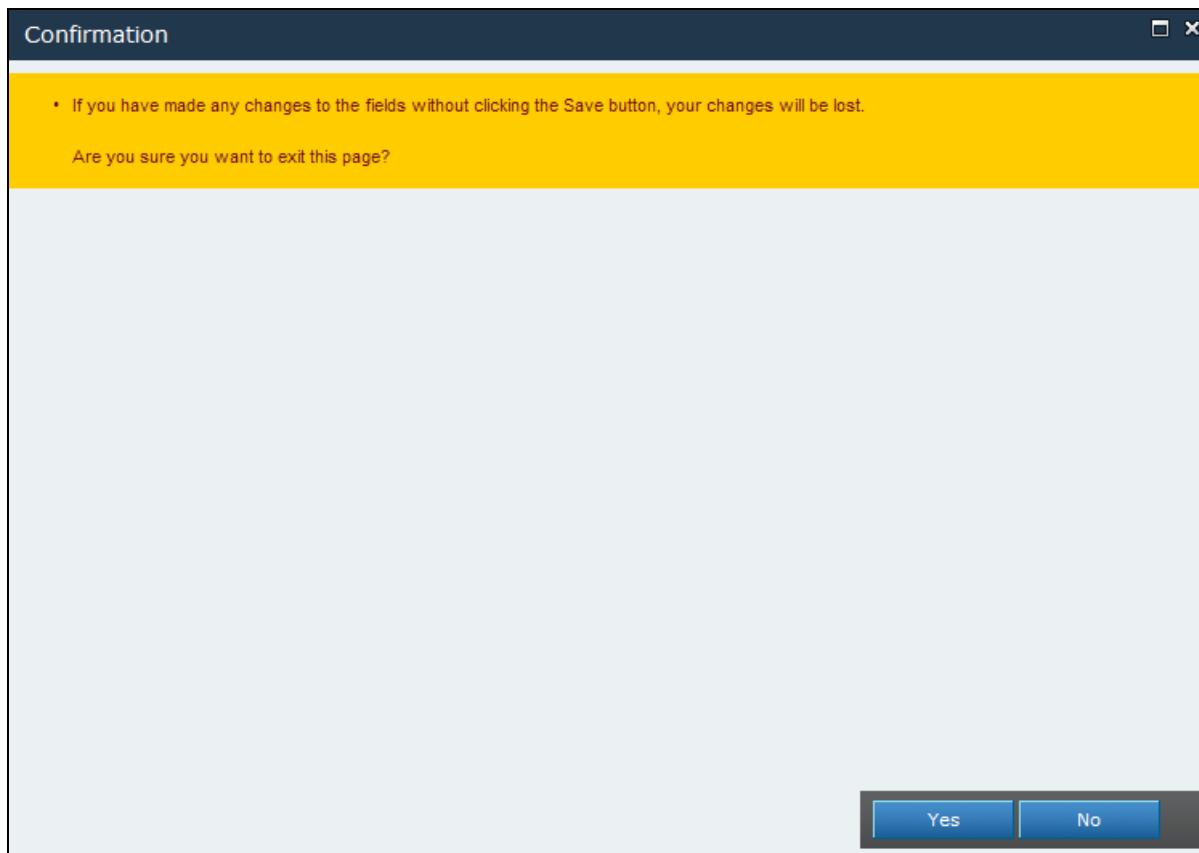
PART 7					
Attachment	Allowable file size : 200 MB, current file size : .05 MB				
	S/No.	Document Name	Document Type	Document Size	
	1	Cover Letter.pdf	Cover Letter	.05 MB	<b>Remove</b> <b>Add</b>

**Figure 44 – Part 7: Attachment Listing**

6. After adding at least one row, if the user wants to remove the error data, click on the  checkbox of the error data, and click on **Remove** button. The system will remove the document accordingly.

#### 4.1.9 Cancel Submission

1. Click on **Cancel** located at the top of the page.



**Figure 45 – Confirmation to cancel a submission**

2. A pop-up window to cancel the submission will be displayed.
3. Click **Yes** to cancel the submission. Otherwise, click **No** to continue with the submission.

#### 4.1.10 Next Button

Request for Search Report or Supplementary Search Report (PF10)

**Pre-requisites:**  
If you are making a request under the ASEAN Patent Examination Co-operation (ASPEC) programme, please refer to the ASPEC Notice and Procedures available on IPOS's website at <http://www.ipos.gov.sg> for the documents that need to be filed together with this form.

**Estimated Time:**  
This form may take approximately 5 - 8 minutes to complete.

**General:**  
a. \* denotes mandatory field.  
b. Attention is drawn to sections 104 and 105 of the Patents Act, rules 90 and 105 of the Patents Rules, and the Patents (Patent Agents) Rules 2001.

**Form Selection** > **Form Filing** > **Payment** > **Acknowledgement**

**PART 1**

Applicant/ Agent Reference	
----------------------------	--

**PART 2**

Application No.*	2004047502
Title of Invention	METHOD FOR PRODUCING A MATERIAL CONTAINING MODIFIED SULFUR

**Figure 46 – Next Button**

1. When the user is ready to submit the form, click on **Next** button. The system will perform a first set of validation checks to determine if all mandatory fields in the form have been entered correctly. If all mandatory fields have been correctly entered, the system will then perform a second set of validation checks against certain information specific to the

application in which the form relates to. The result of this second set of validation checks will appear in the form of:

- Error messages: The form contains one or more errors that need to be rectified before the form can be submitted.
- Warning messages: There are one or more deficiencies in the form, but such deficiencies will not prevent the submission of the form.

#### 4.1.11 Back Button

The screenshot shows a web-based application for filing patent requests. At the top, there's a header bar with the title 'Request for Search Report or Supplementary Search Report (PF10)' and an 'E-File Reference No.' field containing 'E201402030001Y'. On the right side of the header are three buttons: 'Back' (blue), 'Save' (grey), and 'Submit' (orange). Below the header, there's a section titled 'Pre-requisites' with a note about the ASEAN Patent Examination Co-operation (ASPEC) programme. Under 'Estimated Time', it says the form may take approximately 5 - 8 minutes to complete. A 'General' section contains two notes: 'a. \* denotes mandatory field.' and 'b. Attention is drawn to sections 104 and 105 of the Patents Act, rules 90 and 105 of the Patents Rules, and the Patents (Patent Agents) Rules 2001.' At the bottom left, there's a note about saving or printing the information for future reference. The main body of the form is mostly blank, with a large text area for input.

**Figure 47 – Back Button**

1. Click on **Back** to amend any details which the user had entered. This will bring the user to the previous page.

#### 4.1.12 Submit Button

The screenshot shows the 'Request for a Search Report or Supplementary Search Report (PF10)' form. At the top right, there are 'Back', 'Save', and 'Submit' buttons, with 'E-File Reference No.' E201308240027B displayed. A yellow warning box at the top states: 'Please correct the following errors in the form: • Warning (1) Representation details and/or address for service on this form does not correspond with that on record.' Below this, a navigation bar shows 'Form Selection > Form Filling > Payment > Acknowledgement'. The form is divided into 'PART 1' and 'PART 2'. In PART 1, there is a field for 'Applicant/ Agent Reference'. In PART 2, fields include 'Application No.\*' (2009064445), 'Title of Invention' (MASSAGE DEVICE), and a large text area for notes.

**Figure 48 – Submit Page with warning messages**

- Clicking on **Submit** will take the user to the Payment page.

#### 4.1.13 Payment Page

- For non-account holders, please refer to the common section (**2.4 Payment**). For account user, please refer to the common section (**3.5 Payment**) for details.

#### 4.1.14 Payment Acknowledgement Page

The screenshot shows the 'Payment Status' acknowledgement page. It starts with a table of payment details:

1	Item Description	Request for a search and examination report
	eFile Ref. No.	E201308270041F
	Applicant Name	C.W.CHENEY & SONS
	Application Number	PT201300154F
	Total Amount	\$2,600.00
	Message	The form has been lodged successfully.
	Details	<a href="#">Details</a>

Below this is a 'Summary' section with the following details:

Total Amount	\$2,600.00
Date of Payment	27/08/2013 05:48 PM
Receipt No.	R201308270026J
Payment Method	eNETS Direct Debit

Please save or print a copy of the receipt for future reference.

At the bottom right are 'Receipt' and 'Close' buttons.

**Figure 49 – Payment Acknowledgement Page**

- Upon successful submission of Patents Form 10, an acknowledgement page will be displayed.
- Click on **Receipt** to view or print the receipt generated.

#### 4.1.15 Receipt Page

<p><b>IPOS</b> SUMMARY RECEIPT</p> <p>Intellectual Property Office of Singapore 51 Bras Basah Road #04-01, Maritime Centre Singapore 199554 Tel: (65) 6339 8616 Fax: (65) 6339 0252 <a href="http://www.ipos.gov.sg">www.ipos.gov.sg</a></p> <p>221 BUKIT BATOK EAST AVENUE 3 SINGAPORE 650221</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ITEM DESCRIPTION</th> <th>FILING REF. NO.</th> <th>APP NO.</th> <th>AGENT/ APPLICANT REF.</th> <th>QTY</th> <th>UNIT (S\$)</th> <th>AMT (S\$)</th> </tr> </thead> <tbody> <tr> <td>PF11 : Request for a search and examination report</td> <td>E201308270041F</td> <td>PT20130015</td> <td>-</td> <td>1</td> <td>2,800.00</td> <td>2,800.00</td> </tr> </tbody> </table> <p>Receipt : R201308270025J Date / Time : 27/08/2013 05:55 PM Payer's Code : -</p> <p>Payment Received – eNets Debit (S\$) 2,800.00</p> <p>Total Amount (S\$) 2,800.00</p>	ITEM DESCRIPTION	FILING REF. NO.	APP NO.	AGENT/ APPLICANT REF.	QTY	UNIT (S\$)	AMT (S\$)	PF11 : Request for a search and examination report	E201308270041F	PT20130015	-	1	2,800.00	2,800.00	<p><b>IPOS</b> DETAILED RECEIPT</p> <p>Intellectual Property Office of Singapore 51 Bras Basah Road #04-01, Maritime Centre Singapore 199554 Tel: (65) 6339 8616 Fax: (65) 6339 0252 <a href="http://www.ipos.gov.sg">www.ipos.gov.sg</a></p> <p>221 BUKIT BATOK EAST AVENUE 3 SINGAPORE 650221</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>FILING REF. NO.: E201308270041F AGENT/APPLICANT REF.: -</th> <th>ITEM DESCRIPTION</th> <th>QTY</th> <th>UNIT (S\$)</th> <th>AMT (S\$)</th> </tr> </thead> <tbody> <tr> <td>PF11 : Request for a search and examination report</td> <td>1</td> <td>2,800.00</td> <td>2,800.00</td> </tr> </tbody> </table> <p>Receipt : R201308270025J Date / Time : 27/08/2013 05:55 PM Payer's Code : -</p> <p>Payment Received – eNets Debit (S\$) 2,800.00</p>	FILING REF. NO.: E201308270041F AGENT/APPLICANT REF.: -	ITEM DESCRIPTION	QTY	UNIT (S\$)	AMT (S\$)	PF11 : Request for a search and examination report	1	2,800.00	2,800.00
ITEM DESCRIPTION	FILING REF. NO.	APP NO.	AGENT/ APPLICANT REF.	QTY	UNIT (S\$)	AMT (S\$)																		
PF11 : Request for a search and examination report	E201308270041F	PT20130015	-	1	2,800.00	2,800.00																		
FILING REF. NO.: E201308270041F AGENT/APPLICANT REF.: -	ITEM DESCRIPTION	QTY	UNIT (S\$)	AMT (S\$)																				
PF11 : Request for a search and examination report	1	2,800.00	2,800.00																					
Page 1 of 2	Generated by Public on 27/8/2013 5:55 PM	Page 2 of 2	Generated by Public on 27/8/2013 5:55 PM																					

**Figure 50 – Summary Receipt**

- The first page of the receipt is the summary receipt.
- The subsequent page(s) of the receipt is the detailed receipt.